

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: September 27, 2018**

**Closing Date: October 5, 2018**

**ADMINISTRATIVE SPECIALIST I, (Pay Grade 7)  
Criminal Division, Special Victims Unit (Sex Crimes), Kent Castle County**

**Job Responsibilities and Duties:**

This Administrative Specialist provides secretarial support to Deputy Attorneys General and the Paralegals working within the Special Victims Unit in the Criminal Division in Kent County. The secretary sets up and maintains case files. The secretary types letters and other various legal documents and will assist attorneys in preparing cases for trial. The secretary runs criminal background checks and types petitions, informations, indictments, briefs and memos. The secretary will also run and request police reports, answer discovery, close files, maintain the filing cabinets, and collates and manages busy weekly calendars. The secretary will prepare all enclosures including media format for any legal filings. Standard memos need to be prepared to Court personnel and Public Defenders offices. The secretary is required to keep a time log which tracks reports up to date. The secretary will also be responsible for assistance in the maintenance of the unit intake schedule and Children's Advocacy interview schedule. The secretary will also interact with defendants, investigators, attorneys, court staff and other outside State agencies during case preparation and completion. In addition, the secretary manages a high volume of telephone calls and will be part of a rotation schedule for the main Receptionist telephones.

**Minimum Qualifications:**

Must be detail-oriented, well organized, and proficient in Microsoft Word office suite. Must possess excellent spelling, grammar and proofreading skills. Must possess excellent verbal and written communication skills. Must be able to multi-task in a fast-paced environment.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):**

**<http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**